

**SAMPLE LETTER REQUESTING EXPEDITED
PUBLICATION IN THE FEDERAL REGISTER**

[DATE]

Mr. Raymond A. Mosley
ATTN: Jim Wickliffe
Director, Office of the Federal Register
National Archives and Records Administration
Washington, D.C. 20408

Dear Mr. Mosley:

Under the provisions of 1 CFR 17, subpart C, we request [IMMEDIATE/EXPEDITED*] filing and expedited publication of the enclosed document, with the subject heading “[SUGGESTED: PUT THE SUBJECT LINE FROM THE FIRST PAGE OF YOUR DOCUMENT, AND, FOR RULES AND PROPOSED RULES, THE RIN NUMBER].”

We need expedited publication because [PROVIDE REASON(S)].

We sincerely appreciate your attention to this matter. Please call [NAME] at [PHONE NUMBER] to confirm the filing and publication dates, or if you have any questions. Thank you.

Sincerely,

[YOUR NAME]
[YOUR TITLE]

Enclosures

*If you don’t want any special handling for filing, i.e., if you want document to go on file for public display one day before it publishes, you needn’t mention filing in this letter.